



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Camp & Recreation Director
FLSA Status: Full time Exempt
Reports to: COO

Date: February 2022

The Camp & Recreation Director is a passionate, organized, child-centered professional who will deliver fun, enriching, and safe camp and recreation programs to our children and families in our community. Located on 32 acres in idyllic Westport, our newly renovated Camp Mahackeno and Outdoor Center, and the new 72,000 square foot Bedford Family Center includes indoor and outdoor pools with splash pads, archery, climbing wall, playgrounds, sports fields, a pond with paddle boats and canoes, outdoor amphitheater, hiking trails, indoor and outdoor basketball courts, gaga pit, 2 giant slides, pavilions and more. Visit us at www.westporty.org.

Under the direction of the Chief Operations Officer (COO), the Camp & Recreation Director is responsible for all programming aspects of Camp Mahackeno and Camp Hafaday, as well as youth and adult sports and recreation at the Westport Weston Family YMCA (WWFY). This individual ensures that programs operate in a quality manner consistent with Y guidelines and all state, local, and camp licensing requirements.

DUTIES & RESPONSIBILITIES:

Camp & Recreation

1. Plans and manages the Y's summer camp programs to ensure a positive member experience, quality programs, and growth and adherence to all YMCA, State of CT Office of Early Childhood Licensing, and other local requirements.
2. Recruits, hires, trains, schedules, and supervises camp staff (administrative, assistant camp director, unit leaders, counselors, bus drivers) and all outdoor center and recreation staff (coaches, outdoor center seasonal coordinator, specialty staff for waterfront, archery, party rentals etc.).
3. Manage and supervise Assistant Camp Director and the Outdoor Center Seasonal Coordinator. Set goals and expectations to equip them to effectively manage their staff.
4. Supervises key day camp staff to plan and develop camp program including age-appropriate curriculum, field trips, in-camp events, performances etc., that support the child's physical, social, intellectual, and emotional growth.
5. Organizes staff schedules and manages staff performance on an ongoing basis.
6. Manages and approves staff time sheets and payroll for camp and recreation/outdoor center staff.
7. Contracts with local bus company and camp vendors (specialty and travel camp) to ensure efficient and safe transportation and experience for campers.
8. Oversee before and after school programs.
9. Develops and manages the camp and recreation budgets and is responsible for revenue and expenses of the camp and recreation programs, including inventory for camp and recreation store/inventory/sales, contracted vendors (soccer, fencing), equipment inventory and staff.
10. Collaborates with Marketing, Camp Administrator, other YMCA staff to ensure smooth registration process and camp experience.
11. Produce weekly or monthly reporting and metrics related to camp and recreation.
12. Attend weekly/monthly staff meetings,
13. Implement risk management policy and work with current insurance agency to ensure camp and recreation staff and volunteers have taken all required safety and other trainings, and

that all policies and procedures are in place and being upheld.

14. Oversee working with Property Management and COO to ensure the outdoor facilities are safe and ready to open.
15. Develop, schedule, and deliver high quality, innovative, safe, fun outdoor center, as well as youth and adult recreation programs including pickleball, basketball, fencing, soccer etc.
16. Oversee staff handling birthday party and private rentals for the YMCA.
17. Participate in annual performance review process in conjunction with the Association's Strategic Plan and goals.
18. An ambassador for the Y and demonstrates Y values of caring, honesty, respect, responsibility.

QUALIFICATIONS:

1. Bachelor's Degree in related field or equivalent preferred.
2. Two years supervisory experience.
3. Strong interpersonal skills, verbal and written communication skills, especially the ability to respond to parent needs and concerns.
4. Budgeting experience.
5. First Aid, Epi Pen and CPR certifications, Medication Administration. Typical requirements within 30 days of hire include: completion of CPR, First Aid, AED, Bloodborne Pathogens (BBP), Child Abuse Prevention (CAP) and Sexual harassment Prevention (SHP).
6. Ropes course, Archery and Lifeguard Certifications preferred.

YMCA COMPETENCIES (Organizational Leader):

- **Operational Effectiveness:** Makes sound judgements, transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.
- **Program & Project Management.** Ensures program or project goals are met and intended impact occurs.
- **Critical Thinking and Decision Making.** Makes informed decisions based on logic, data, and sound judgement.
- **Communication & Influence:** Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause.

BENEFITS

Competitive Salary (\$55K-\$70K depending on experience). Generous health insurance benefits (medical, dental, eye, life) and paid time off (vacation and sick days). 10% salary match to the Y's 403b Retirement Fund. Complimentary gym membership including employee discounts on WWFY programs. Implement a Professional Development Plan.

The information and description above is mutually agreed and understood as the position outlined and may include added responsibilities and duties as needed for the YMCA.

Camp & Recreation Director

Date

Chief Operations Officer

Date